



# Example of Communications Project Manager Job Description

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Our company is hiring for a communications project manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for communications project manager

- Evaluate current templates and refine project documentation processes using project management methodologies
- Define initiation process and review current project-initiation documentation
- Refine process for identifying, tracking, managing, resolving, and reporting on project issues
- Coordinate, track, report on, and manage the activities of project resources to ensure that project tasks are completed on time, within scope, and at appropriate quality level
- Manage small to medium sized projects with goal to simplify operations within the branch while maintaining focus on controls
- Schedule and coordinate training sessions on virtual courts implementation (actual training will be conducted by a professional trainer/facilitator)
- Be the project management lead for the online strategy team
- Communications expertise (preferred) – Knowledge of all aspects of pharmaceutical communications / product development the ability to work across multiple media (digital, print, event) to engage target audiences and achieve client's objectives
- Relevant bachelor's degree and experience within the pharmaceutical industry or agency environment
- Primarily responsible for the on-time, on-budget, high quality deliverables of large scale Unified Communications and IT infrastructure transformational projects for F500 customers

- Sigma qualification is desired
- Demonstrates core communication competencies including project planning, stakeholder analysis and management, content design and creation, delivery (including hosting workshops, facilitating conversations, coaching others to deliver) analysing feedback and implementing recommendations
- Proficiency in Microsoft Word, Excel, PowerPoint required
- Must be bilingual in Mexican Spanish and English, including written and verbal communication
- 1-3 years prior communication and/or translation experience
- Bachelor's degree, preferably in a Communications field